



Documents
sent out on
2/12/19.

 **MuckRock Foundation**
411A Highland Ave
Somerville, MA 02144

2147

Feb 6 2019 5-13/110

PAY TO THE ORDER OF Town of Enfield \$ 5.00

five and 00/100 DOLLARS  Security features are included. Details on back.

Ally Bank

FOR ME 65920 Benj OH Lytton MP

⑆011000138⑆ 004665283682⑆ 2147

MuckRock News
DEPT MR 65920
411A Highland Ave
Somerville, MA 02144-2516
65920-26662437@requests.muckrock.com

Check Enclosed for \$5.00

Enfield Police Department
FOIA Office
293 Elm Street
Enfield, CT 06082

February 6, 2019

This is a follow up to a previous request:

To Whom It May Concern:

Please find enclosed a check for \$5.00 to satisfy the fee associated with the attached public records request.

Thank you.

Filed via MuckRock.com
E-mail (Preferred): 65920-26662437@requests.muckrock.com

For mailed responses, please address (see note):

MuckRock News
DEPT MR 65920
411A Highland Ave
Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

On Jan. 8, 2019:

A letter stating the requester must agree to or prepay assessed or estimated fees in order for the agency to continue processing the request.

On Dec. 13, 2018:

To Whom It May Concern:



Enfield Police Department

Alaric J. Fox, Chief of Police



MuckRock News
Dept MR 66048
Dept MR 65920
411A Highland Ave.
Somerville, MA 02144-2516

Re: Freedom of Information Request

January 9, 2019

Dear Mr. Dave Maass,

The Enfield Police Department is in receipt of your (2) two requests dated December 17, 2018 and received on December 19, 2018, made pursuant to the Freedom of Information Act. Your request has been forwarded to the appropriate department(s) for review and compliance with the FOIA. I sent out an original response letter on December 20, 2018 explaining the reasonable amount of time needed to gather the requested information.

I have received (9) nine documents that fulfill your two requests. The total amount due for these documents is (\$5) five dollars, please submit a check payable to the Town of Enfield. Once received, I will mail out the documents, or they could be picked up.

If you have any questions, please feel free to call me or my staff.

Sincerely,

Captain Jeffrey J. Golden
Enfield Police Department
860-763-8917

ENFIELD POLICE DEPARTMENT

GENERAL ORDERS

CHAPTER 41: Patrol

SECTION 4: License Plate Recognition System (LPR)

EFFECTIVE DATE: March 6, 2014

RESCINDS:
S.O. 2010-19

PURPOSE

To provide Enfield Police Department personnel with guidelines regarding the use of License Plate Recognition Systems, also commonly referred to as License Plate Readers, or LPR.

POLICY

The Enfield Police Department will utilize License Plate Recognition technology in a lawful manner in order to scan, detect, and identify criminal and/or motor vehicle wants or violations. The Enfield Police Department will abide by the Memorandums of Understanding entered into with the Capitol Region Council of Governments (CRCOG), the CT Department of Motor Vehicles and the FBI-NCIC which require confirmation of all alerts before stopping vehicles and commencing law enforcement action. LPR systems will be used in accordance with the guidelines established in this General Order.

GENERAL

The LPR consists of cameras mounted on a marked or unmarked patrol vehicle, camera cabling, a processing unit, and software loaded onto the vehicle's mobile data terminal (MDT). In addition, the software interfaces with the Capitol Region's CAPTAIN system. These units are intended to continuously read license plates of vehicles which are in close proximity to the equipped police vehicle. The system automatically checks all captured license plates for criminal and/or motor vehicle wants or violations as programmed.

PROCEDURE

A. System Inspection, Activation, and Usage

1. Only employees who have been authorized and trained in the use of the LPR will be permitted to operate the system.
 - a. Operators utilizing an LPR unit for patrol are required to activate the system, but are not required to initiate enforcement procedures for every hit that is generated.
2. License Plate Readers and LPR generated data will be used only for official law enforcement purposes.
3. LPR systems will normally be used during regular patrol, but may also be used in special operations, or details such as high crime area patrols, DWI initiatives, enforcement details, crime scene queries, gathering license plate data in a particular area, etc.
4. Prior to activation, the mounted cameras and connection cables should be inspected for damage.
 - a. The mounted cameras will not be adjusted and no attempt to move or reposition them is permitted unless approval has been granted by the department's Officer in Charge of the system (OIC)
5. The system is powered up through the LPR icon on the vehicle MDT followed by password log in to initiate the software.

B. LPR Alerts/Hits

1. An LPR alert or hit on a license plate shall not be used as probable cause or the sole justification for a traffic stop or enforcement contact prior to verification.
2. Before stopping the vehicle LPR operators must;
 - a. Confirm the plate visually by checking the actual plate against the captured image and;
 - b. Verify the current status of the plate through dispatch or MDT query unless compelling circumstances or officer safety issues make it unsafe to do so.
3. Alerts/hits by the LPR including stolen vehicles, warrants, and DMV issues are not sent to the EPD Communications Center.
4. Once the information from the LPR is confirmed (unless immediate action is necessary by the operator due to emergency circumstances) the officer will take

enforcement action in the normal manner.

5. Operators will enter information for each positive hit where enforcement action was taken into the log sheet provided with each LPR unit.
 - a. Operators may also enter a disposition into the LPR system closing the incident.
6. At the end of their shift, LPR operators will log out of the system and verify that the system is shut down prior to turning off the MDT.

C. LPR System Administration

1. LPR units will be assigned to the patrol division;
2. The Officer in Charge (OIC) of the of the LPR system will be the designate assigned by the Chief of Police as the system administrator;
3. The OIC will be responsible for deployment of the field units, ensuring that the units are being used properly, and will also handle;
 - a. Coordination and distribution of statistical information;
 - b. Repair procedures and documentation;
 - c. Regional meetings of the users group; and
 - d. Logistics of software and hardware installations and issues.

D. Data Security and Access

1. Data loaded into the LPR system is for official use only and contains sensitive information including data from LEADS, RCIC, LEO, NCIC, CT DMV, departmental files, CRCOG's CAPTAIN databases or any other authorized database approved by the Chief of Police. Loading of any other type of file or information into the system is prohibited.
2. Data provided to the LPR system is accessed via the CAPTAIN system which is a secure network owned and administered by the CT Capitol Region Council of Governments (CRCOG)
3. Updates are automatically downloaded nightly into the LPR software through CAPTAIN consisting of CT DMV files, Motor Vehicle Hot Lists, etc.
4. User access to the LPR system software is password protected.

5. LPR data obtained in accordance with this General Order may be accessed and used by this agency and may also be shared with other law enforcement agencies for official purposes.

a. Requests for data from other agencies will normally be arranged through the OIC and must be documented.

E. Data Storage and Retention

1. A physical database is maintained through the CAPTAIN server by Vigilant Solutions as the LPR vendor contracted by CRCOG.
2. All scanned files will be purged from the system after a five year retention period.

F. Operator Training

1. Officers will only be authorized to operate the LPR system after being trained in the policies and proper procedures for use.
2. Training of personnel will be conducted by the OIC or his/her designate.

**MEMORDANDUM OF UNDERSTANDING
BETWEEN
THE TOWN OF NEWINGTON POLICE DEPARTMENT
AND
THE ENFIELD POLICE DEPARTMENT**

THIS MEMORANDUM OF UNDERSTANDING (MOU) is made and entered into by and between the Town of Newington Police Department (software/system licensee), hereinafter referred to as "NPD" and the Enfield Police Department and is effective on the date of execution by the respective departments, as stated below.

PURPOSE: NPD and Enfield Police Department agree that the intent and purpose of this MOU is to establish the terms, conditions and safeguards under which NPD will provide Enfield Police Department with access to the Capital Region Chiefs of Police Association (CRCOPA) License Plate Reader System (LPR) that the Newington Police Department holds the licensing agreement with Vigilant Video Systems.

UNDERSTANDING: It is understood that NPD is authorized to collect and maintain all records of scanned license plates into a centralize database with the CAPTAIN server suite located at Hartford Police Department. In addition to this NPD has agreements in place with the National Crime Information Center (NCIC) files along with the Connecticut Department of Motor Vehicles files. Each police department that joins the system must complete and sign Memorandum of Understanding (MOU) with NPD prior using the system. If the Enfield Police Department wishes to use the CT DMV LPR data, then the Enfield Police Department must obtain a fully executed DMV LPR MOU with the DMV, prior to being allowed access to the DMV LPR data.

Local Departments utilizes image processing technology known as License Plate Recognition (LPR) to identify vehicles by their license plates. Local police agencies and NPD are permitted by their respective statutes and regulations to share record information and both departments recognize the critical need to protect public safety by obtaining the most accurate and up-to-date record information that is available, to enable appropriate and timely actions to be taken with respect to the registration status of a motor vehicle on public roads.

NOW, THEREFORE, the Chief of the Enfield Police Department and the Chief of Police of NPD hereby agree on behalf of their respective departments as follows:

1. NPD will provide Enfield Police Department with access to a centrally located secure server to check scanned plates against the databases stored with in the CRCOPA LPR database. The system will then enter the scanned plate with associate information into the CAPTAIN server suite for future investigative purposes. The system will be maintained by Hartford Police Department. The overall system will be managed by the CRCOPA.
2. NPD will ensure that the system is update as often as possible with NCIC, DMV and other files.
3. All procedures, methods and requirements for the use of the LPR system have been developed by the NPD and are described in Exhibit A, Newington Police Department License Plate Recognition Operational Procedures entitled Special Order 10-03, attached

hereto. The local department will establish a divisional assignment of the LPR system and place an officer in charge (OIC) of the system who will have the responsibility of coordinating the local system, maintain updated operational procedures, and maintain communications and compliance with the central system (NPD). Each department shall develop similar operating procedures within their respective agencies and rank structure.

4. In accordance with Exhibit A, the system will use the scanned plate as information to provide as an indicator only of a possible criminal or registration problem. All departments using the system will confirm the license plate number, vehicle description, and administrative registration action on vehicles identified by the LPR through the Department of Public Safety's Connecticut On-line Law Enforcement Communications Teleprocessing (COLLECT) system prior to taking any law enforcement action(s).
5. The local police departments agrees, represents, and warrants that it has obtained and will use the information furnished to it by the LPR, NCIC, DMV and other systems for its own use and in connection with its LPR system only. Furthermore, each department agrees that the information furnished by the MOU shall not be used, delivered, transmitted or otherwise conveyed to any other person, firm, partnership, and corporation or any other entity;
6. All departments agree that the NCIC, DMV, NPD, and CRCOPA shall not be responsible for any error, omissions or discrepancies in the information furnished to the local department under this MOU;
7. NCIC, NPD, CRCOPA and the local department agrees that each agency shall be responsible for all of its respective expenses and any liabilities that may be incurred with respect to any aspect of this MOU or performance hereunder. The local department agrees to defend, indemnify and save harmless the NCIC, NPD, and CRCOPA from any and all claims and suits, and from liability of any kind whatsoever arising out of local department's failure or alleged failure to follow the LPR procedures that it has developed, and are specified in Exhibit A;
8. Amendments or additions to this MOU must be mutually agreed upon and shall be made only by written amendment, duly executed by both parties;
9. This MOU shall remain in effect until cancelled at any time by either party, without liability of any kind, upon (30) days' written notice to the other; this section does not over ride section 7 above.
10. This MOU and the rights hereunder shall not be assigned by NCIC, NPD, CRCOPA or the local police department.
11. The parties agree that this MOU and the interpretation of all its provisions shall be governed by the laws of the State of Connecticut;
12. This MOU contains the entire agreement between the parties concerning the subject matter hereof, and supersedes any previous understandings, presentations, commitments or agreements, oral or written, relating hereto.

IN WITNESS THEREOF, the parties hereto have caused this MOU to be duly signed on the dates hereinafter stated.

Newington Police Department

By: _____
Richard C. Mulhall
Chief of Police

Date: _____

Enfield Police Department

By: _____
Carl Sferrazza
Chief of Police

Date: _____

Exhibit A

SPECIAL ORDER 10-03

To: All Personnel
From: Chief Richard Mulhall
Date: February 9, 2010
Re: License Plate Readers (LPR)

General:

The LPR consists of cameras mounted on a marked or unmarked patrol vehicle, camera cabling, a processing unit, and software loaded onto the vehicle's mobile data terminal (MDT). In addition, the software interfaces with the Capital Region's CAPTAINS system. These units are intended to continuously read license plates of vehicles in close proximity of the equipped police vehicle. The system automatically checks all captured plates for criminal and/or motor vehicle wants or violations as programmed.

Policy:

The units will be assigned to the Patrol Division and the Officer in Charge (OIC) of the system will be the Administrative Sergeant assigned to the Police Chief. The OIC will be responsible for deployment of the field units and ensuring that the units are being used properly. The OIC will also handle the coordination of statistical information, repair procedures and documentation, regional meetings of the users' group, and logistics of software and hardware installations and issues.

- Only authorized personnel trained in the use of the LPR are to operate the system.
- The mounted cameras will not be adjusted and no attempt to move or reposition them will be permitted unless approval has been granted by the department's OIC.
- Data downloaded into the system is for official use only and contains sensitive information including data from LEADS, RCIC, LEO, NCIC, CT DMV, departmental files, the Region's CAPTAINS databases, or any other authorized database approved by the Chief of Police. Downloading of any other type of file or information into the system is **prohibited**.
- Any hits or alerts received from the LPR **must be** confirmed through the COLLECT System via in car MDT, PSAP center, or through local ORI.
- MOUs with the State Department of Motor Vehicles (DMV) and FBI - NCIC are in place requiring confirmation of all alerts stemming from either system. Officers must not commence Law Enforcement (LE) actions from LPR alerts alone. The alert must be confirmed with each independent system prior to taking LE action.

Procedure:

1. System inspection and activation.
 - a. Inspect the three mounted cameras and connection cables for damage.
 - b. Power up the system by logging onto the MDT and clicking the LPR icon.
 - c. Log in and initiate software.
2. LPR Alerts/Hits.
 - a. Alerts/hits by the LPR including stolen vehicles, warrants, and DMV issues are not sent to the Police Communications Center.
 - b. Operators must confirm the plate visually checking the actual plate against the captured image.
 - c. Once the information from the LPR is confirmed (unless immediate action is necessary by the operator due to emergency circumstances – such as a suspect reacting aggressively to police presence) the operator will notify the dispatcher of the confirm hit and take enforcement action in the normal fashion.
 - d. After enforcement action has taken place, a disposition must be entered into the LPR system closing the incident.
 - e. Any positive hit that results in a law enforcement act **must** be reported to the OIC via email at the end of shift or the following work day. These reports will be used to track the effectiveness of the technology.
3. System Shutdown.
 - a. The operator will log out of the system.
 - b. The operator will verify the system is shut down before turning off the MDT.

Richard C. Mulhall, Chief of Police

RCM:ifo

cc: John Salomone, Town Manager
William Jameson, President I.B.P.O. #443